

# Commonwealth Major IT Project Status Report Dashboard

## ***Purpose***

The Commonwealth Major IT Project Status Report Dashboard presents Virginia's Chief Information Officer (CIO), proponent Secretariats, and state agencies with a concise and timely summary status of their major information technology (IT) projects. This Internet-accessible report provides decision makers with a visual status indicator, or dashboard, for each major project. The dashboard establishes a common framework for agency staff, Secretariats, and oversight committees to update project activity, monitor progress, and assess risks on a monthly basis.

The Public View of the dashboard presents basic background information for each active major IT project. Later this month the view will be revised to improve the presentation of background information and to display status reports. There will be a one-quarter (three month) lag in posting status reports to the Public View.

## ***Projects Reported on the Dashboard***

In the Commonwealth of Virginia, major information technology projects are those technology projects that exceed \$1 million in estimated total project cost, are identified as mission critical by an agency, or are declared to be of statewide application by the CIO. The life cycle of major IT projects is governed by the Commonwealth Technology Management Policy.

## ***Description of the Application***

The Dashboard is a web-based application and associated database maintained by the Virginia Information Technologies Agency Project Management Division. The application consists of six major sections:

- Homepage: one-stop access to updates, alerts, and schedules regarding the Dashboard
- Project List: presents the projects a user is authorized to access
- Project Background: displays basic project information
- Status Report List: lists the status reports in chronological order
- Status Report: presents the project status indicators and associated comments
- Detail Status Reports: provides additional information relating to the status indicators
- Public View: presents basic background information

The application provides screens for the entry, approval, and evaluation of monthly status reports. Except for the Public View, access to the Dashboard is controlled by means of a username and password.

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## ***Reporting Cycle***

Project status reports are produced at the beginning of each month, reporting on project activity during the previous month. Status reports are drafted by the agency project manager, approved by the agency head or project sponsor, evaluated by the proponent Secretariat, and reviewed by the Chief Information Officer.

## ***Status Report***

The status report displays the status and evaluation of the project as of the preceding month. The report contains three sections: Project Information, Project Status, and Project Oversight. The Project Information section provides basic project information drawn from the project background. The Project Status section displays the project status and comments with respect to five Key Status Indicators. The Project Oversight section records the agency management approval and comment, the proponent Secretariat overall project evaluation and comment, and CIO review and comment.

A sample status report is displayed on page 3.

## ***Key Status Indicators***

The five Key Status Indicators focus on the critical project management issues of performance, cost, schedule, scope, and risk. They are presented on the status report as a series of questions:

- Is the project on track to meet planned business goals and the associated measures of success?
- Are the costs within planned budget?
- Is the project on schedule?
- Does the project remain within the approved scope?
- Is the project being managed to minimize or mitigate the identified risks?

The project manager rates the project against each Key Status Indicator using a Red-Yellow-Green ranking:



– On track.




– Warning, consider corrective action or monitor previous corrective action.



– Problem, immediate corrective action required.

The proponent Secretariat provides an overall project assessment using the same rankings.

## Sample Report (screen shot from Dashboard application)



Commonwealth Major IT Project  
Status Report Dashboard

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Current Project: Web IMS PB SR

### Status Report

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**Project Information** ...view the [project background](#)

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<b>Working Title:</b>	Web IMS
<b>CARS Project Code:</b>	Not Set
<b>Reporting Period:</b>	September 2003
<b>Agency:</b>	Department of Transportation
<b>Secretariat:</b>	Transportation
<b>Category:</b>	Active
<b>Planned Start Date:</b>	12/15/01
<b>Planned Completion Date:</b>	11/18/03
<b>Estimate at Completion (EAC):</b>	\$2,229,345
	John Nahm /Phone 804-786-9767
<b>Project Manager(s) /Phone:</b>	Jess Maricle /Phone 804-225-3842
	Wanda McAllister /Phone 804-371-6736

**Project Status**

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Key Status Indicators	Previous Status	Current Status	Comment
<a href="#">Is the project on track to meet planned business goals and the associated measures of success?</a>	↑	↑	
<a href="#">Are the costs within planned budget?</a>	↑	↑	Planned training costs have been returned to \$59,800. July and August totals were inadvertently increased to \$64,782.
<a href="#">Is the project on schedule?</a>	↔	↔	Some uncertainty exists for training completion and the final implementation date. IT plans to have the training completed before Christmas and to implement the system by 12/31/2003. Business Users feel that training will not be completed until 2/17/2003. A key reason to implement by year's end is that the VAX platform for the legacy system will no longer be supported beyond 12/31/2003.
<a href="#">Does the project remain within the approved scope?</a>	↑	↑	
<a href="#">Is the project being managed to minimize or mitigate the identified risks?</a>	↑	↑	

**Project Oversight**

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**Agency Approval**

Date	Comment
10/20/03	I approve the report. The training issue and acceptance by the business users is critical to implementation. VAX maintenance can be continued for a couple of months if necessary, however, I would like to see everyone press on and complete the project as close to the original target as is reasonable for good implementation.

**Secretariat Evaluation**

Date	Evaluation	Comment
10/21/03	↔	timely and proper training of end users is as important as any hardware or software implementation

**Chief Information Officer Review**

Date	Comment
10/28/03	September status report reviewed and accepted.

↑ = On Track
↔ = Warning, consider corrective action or monitor previous corrective action
↓ = Problem, immediate corrective action required

### ***Detail Status Reports***

Each Key Status Indicator on the status report has an associated Detail Status Report that presents additional information and comment. The additional detail is summarized below:

- Is the project on track to meet planned business goals and the associated measures of success?
  - The Detail Status Report displays the project measures of success and the project manager ranking and comment with respect to the project meeting each measure.
- Are the costs within planned budget?
  - The Detail Status Report displays the planned costs for the project by cost category and fiscal year, and the planned and actual cost to date for each category.
- Is the project on schedule?
  - The Detail Status Report displays two sets of project milestones, Baseline Indenture Level-1 Milestones Approved by the Oversight Committee and Significant (Indenture Level-2 and below) Milestones for Next Six Months. Progress against each set of milestones is reported.
- Does the project remain within the approved scope?
  - The Detail Status Report reports any significant change to the project scope, including the nature of the change, reason for the change, and the impact of the change on the performance, cost, and schedule baselines.
- Is the project being managed to minimize or mitigate the identified risks?
  - The Detail Status Report displays the top five risks facing the project, including a description of the risk, probability of occurrence, impact, and mitigation strategy.